



STATE OF IOWA

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DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

INFORMATIONAL LETTER NO. 767

November 28, 2008

TO: Agency Consumer Directed Attendant Care (CDAC) Providers

ISSUED BY: Iowa Department of Human Services, Iowa Medicaid Enterprise

RE: Effective date for CDAC Documentation Form

EFFECTIVE: January 1, 2009

Informational Letter 760 and 764 recently announced the requirement of a new form (470-4389) to document CDAC services. In addition, the letters offered several informational training sessions around the state to help providers understand how to use the new form.

Agency CDAC providers will need to integrate this new form into their business processes and we have come to understand that task will take some time as procedures are updated and agency personnel are trained. **Therefore the effective date of the requirement for Agency CDAC providers to begin using this form has been changed to January 1, 2009.** Please be aware that the new form may be used before January 1, 2009 if providers choose to do that.

Providers continue to be required to document all CDAC services in accordance with program rules for all dates; the only difference is that a standard documentation form is required on and after January 1, 2009.

An important clarification note from our training sessions is that CDAC providers need to understand that only services that meet the CDAC service definition, and are specifically described in the CDAC agreement (form 470-3372) are payable by the IME. This form is the fundamental agreement between the provider and consumer; it must be approved and signed by the Case Manager. Documentation on the Daily Service Record form should only cover those services authorized and provided as specified in the CDAC agreement. Essentially, CDAC services are designed to assist consumers with specific self-care tasks they would do for themselves if otherwise capable. To receive reimbursement, these services must be specifically approved on the CDAC Agreement and entered into the consumer's Service Plan/Plan of Care.

Training materials related to the new documentation form are now available on the IME website at: <http://www.ime.state.ia.us/Providers/index.html> under "Important Provider Announcements." A frequently asked question document is being compiled from the training sessions and will be posted on the website in the near future as well.

The IME appreciates your partnership as we work together to serve the needs of Iowa Medicaid members. If you have any questions, please contact IME Provider Services, telephone 1-800-338- 7909, locally 515-725-1004 or by e-mail at: imeproviderservices@dhs.state.ia.us.